

Deployment and Mobilization Handbook

**Army Community Service
Fort Gordon, Georgia**

What is a deployment?

A deployment is a military duty away from home. It may be short as overnight or as long as an unaccompanied tour. The purpose of these deployments or separations is to keep our military forces at the highest state of readiness and to meet our global military commitments.

Your spouse may deploy at any time, although most separations are scheduled well in advance. The nature of the military makes it extremely important to have your family affairs in order so that you will be able to take care of unexpected situations that may come up during a deployment or separation. Do not assume that you will have time to prepare for deployment after the alert or deployment is announced. While preparations for a unit move usually take a few days, soldiers may also be deployed individually, and may have to leave within 24 hours of getting the notice.

This handbook has been developed to help you and your family in preparing for deployment, unaccompanied tours and extended temporary duty. Within these pages are helpful suggestions, pertinent information about post agencies, and those tasks which are essential for your family's welfare. As with any separation, **preparation is the key to success.**

Handling Emergencies

What if deployed spouse has an emergency?

If your spouse develops a serious problem while deployed, i.e. sickness, injury, etc., the Company Commander or Rear Detachment Commander, a commander's representative, a member of the Family Support Group, and/or the Battalion Chaplain will contact you. If someone else calls you to report an injury to your spouse, call the Company/Rear Detachment Commander immediately to verify it!!!

What if you have an emergency?

If you develop a serious problem while your spouse is deployed, contact one of the following immediately:

Company or Rear
Detachment Commander
Chaplain or On-call Chaplain
Red Cross

An emergency may involve the death, critical illness or injury of an immediate family member (spouse, parents or children.)

The military defines an emergency as follows: An EMERGENCY is the DEATH, CRITICAL ILLNESS or INJURY to an IMMEDIATE family. CRITICALLY ILL or INJURED means

the possibility of death or permanent disability. IMMEDIATE family is defined as wife/husband, parents, children, grandparents (who raised you or your spouse in place of parents), or guardian. The

commander may approve other situations, not listed above, as emergency in nature.

The Commander/Rear Detachment Commander will maintain contact with the unit on a regular basis and can pass urgent messages to the unit for relay to your spouse. If your spouse's presence is necessary and it is confirmed by appropriate military professionals (Doctor, Red Cross etc.), we will get your deployed spouse home. As soon as the emergency passes, your spouse may return to his/her unit.

Who do I call?

Fill in the proper phone numbers below for your unit or the soldier's unit. Do it now, before you need it!

Contact Person	Phone Number
Battalion Headquarters	
Battalion Commander	
Battalion XO	
Battalion Command Sergeant Major	
Company Commander	
Chaplain	

Emergency Phone Numbers

Military Police	911
Post Staff Duty	791-4517
On-Call Chaplain	832-1634
Poison Control	787-4171
Red Cross	1-877-272-7337
Mental Health	787-7108
Social Work Services	787-3656
Hospital	787-5811
Legal Assistance	791-7812
Army Community Service	791-3579
Army Emergency Relief	791-3579

Where do I go for help?

The following agencies may be helpful in the event of an emergency or a problem during a deployment.

Army Community Service (ACS)

ACS is a multi-service organization designed to assist soldiers and family members by providing education/training programs that will enhance their ability to deal with day to day issues. It is the first place to go for answers to your questions and help with your problems. ACS reflects the Army tradition of caring for its own and encouraging self help. Call 791-3579.

How can ACS help? The Fort Gordon Army Community Service Center provides free assistance for soldiers and their families in the following areas:

- General Information and Referral
- Emergency Food Assistance
- Financial Counseling
- Exceptional Family Member Program Information and Referral
 - Resource Directory
 - Family Support Group/Information Meetings
- Family Support Group Assistance/Training
- Family Member Employment Assistance
- Army Emergency Relief
- Family Advocacy Program
 - Emergency Shelter
 - Emergency Transportation
 - Emergency Respite Care
 - Parent Support Play-Group
 - Parenting Classes/Workshops
 - Couples Classes/Workshops
 - Victim Advocacy

Army Emergency Relief (AER)

Army Emergency Relief (AER) provides interest free loans and grants for active duty or retired families who find themselves in unexpected emergency financial situations.

- Initial rent and deposit, or rent to prevent eviction
- Emergency travel expenses caused by crisis in the family
- Utilities
- Emergency POV expenses
- Funeral expenses

In order to provide assistance for your family in your absence, AER must be able to contact you for permission. Since this is not always possible, make sure that your family has a valid power of attorney

that gives permission to receive AER assistance. If you have a Rear Detachment at Fort Gordon, your family should process the AER application through the rear detachment commander. Otherwise, the family may come directly to ACS for help. For after hours assistance, contact the Center Duty Officer at 791-4517.

American Red Cross (ARC)

The American Red provides 24-hour services to active duty military personnel and their families. ARC will assist with medical reports, birthnotices, emergency notification of your spouse during separations, as well as verification of emergency leave. Call the Red Cross Armed Forces Emergency Service Center at 1-800-272-7337.

Family Life Center

The Family Life Center provides opportunities for marriage and family enrichment through counseling and education. Families can find insights and practical advice active parenting, coping with stress, managing anger, and many others. Phone 791-7421

Community Mental Health

Life is full of stressful situations, challenges, and emergencies. Mental health is one resource that can help you address those concerns when they affect your ability to cope on a day to day basis.

For mental health services on Fort Gordon, all active duty personnel are seen at Community Mental Health on an appointment basis by calling 787-7108 or 7109. Any active duty or family member requiring to be seen on a walk-in basis can contact Outpatient Psychiatry between the hours of 0800 and 1600, Monday through Friday in building # 33800 or call 787-2968.

Legal Assistance

JAG Legal Assistance personnel may be able to assist with:

Debtor/creditor relations
Contracts
Landlord/tenant relations
Notarizations
Domestic relations
Wills and powers of attorney
Immigration and naturalization
Consumer affairs
Tax information
Insurance

Legal Assistance personnel cannot assist with:

Private income-producing activities
Representation in civilian courts
Representation concerning prosecution under the UCMJ

Before deploying, you and your spouse should have a current will, and your spouse will need a valid power of attorney. Legal Assistance can assist with preparation of these documents. Rather than wait until deployment, have the documents prepared now; then you will just need to review them before deployment.

A will is needed to dispose of property and provide for minor children's care in the event of your death or the death of your spouse. Everyone needs a will, even single soldiers with little or no property and no dependent children.

Powers of Attorney

A Power of Attorney is a document with which the soldier authorizes another person (husband, wife, parent) to act on the soldier's behalf.

- A **General POA** grants authority over all of the soldier's personal affairs.
- Soldiers being deployed may only need a **Special POA**, which will authorize a person to:
 - Take possession, operate, and/or register a vehicle
 - Authorize hospital or medical care for dependent children
- Dispose of certain property Receive and cash pay checks
- Apply for and receive Army Emergency Relief assistance

Chaplain Support

**Post On-Call Chaplain (832-1634) Cellular Phone
Post On-Duty Assistant (739-4806) Pager**

Chaplains are available to assist you with personal problems and counseling. They are an invaluable source of information about where to go for help, and should be your first stop for personal counseling.

The Chapel Program is here to serve you. You are invited to join us for worship services and activities. You are encouraged to take care of the spiritual dimension of your life.

Installation Sunday School Programs. Programs include Catholic CCD, Protestant Sunday School, Bible Studies, Adult Religious Education, Special Summer Events and Religious Resource Library and Media Center. For information, call 791-4703

Collective Protestant Services.

- Bicentennial Chapel - Bldg. # 28414, Brainard Avenue. 791-3959/3854
Sunday - 0830 and 1100
 - Barnes Avenue Friendship Chapel - Bldg.# 2560, Barnes Avenue. 791-2056/2089
Sunday - 0800, 0930 and 1100
- Hospital Chapel - Eisenhower Medical Center, Third Floor. 787-6667 Sunday - 1000

Catholic Programs.

- Mass - Good Shepherd Chapel - Building # 29608
Barnes Avenue. 791-4707
Sunday - 0930 and 1100
Saturday - Vigil Mass - 1700
- Eisenhower Medical Center, Third Floor
Sunday - 1145
Daily - 1200

Islamic Services

Fridays at 1230 (1330 Daylight Savings Time)

Bldg # 38804. Call 791-4683 for more information.

Jewish Program. Discussion Group and Education, Fridays at 1900.

Bldg. #38804. Call 791-4683 for more information.

Important Documents

It is very important that a military spouse has certain documents in their possession.

Please sit down with your spouse and gather this information and these documents. Keep the following documents in a special container that you can find immediately!!!

Marriage Certificate
Birth Certificates for all family members
Shot records (up to Date) for all family members, including pets
Citizenship papers, if any
Adoption papers, if any
Armed Forces ID Card for all members (10 years or older)
Sponsor's Social Security Number
All government and civilian life insurance policies
Last LES (Leave and Earnings Statement)
Power of Attorney (Have several copies)
Copies of wills for both you and your spouse (It is important for your protection that both parties have a will.)
Several copies of your spouse's TDY and/or PCS orders
Current addresses and telephone numbers of members of both immediate families—yours and your spouses (fathers, mothers, children, brothers, sisters).

Finances/Budget

CHECK TO BANK: Open a JOINT checking account if you do not already have one. Then go to your PAC and fill out paperwork that will send your paycheck directly to the bank. This is the easiest, fastest, and safest, way to get your money. All married soldiers are strongly recommended to have a joint checking account with their spouses. However, if the soldier is going on a long-term TDY or unaccompanied tour and will need some spending money, consider opening a separate checking account for the soldier funded by an allotment. This way, there will be no confusion caused by two people, on opposite sides of the globe, using the same checking account.

CREDIT CARDS: Keep plastic money to a minimum. It gives you a false sense of wealth where there really isn't any money. Assemble a list of all credit cards, the account numbers, and the numbers to call in case of loss or theft. Mark the list to show which cards are carried by you and your spouse. Both of you should have a list.

ALLOTMENTS: This guarantees that a certain amount of money will always be deposited in your account. If you have to take casual pay for any reason, such as emergency leave, your allotment will still be secure. This may eliminate a surprise shortfall in money to your family.

INSURANCE: Review current life insurance coverage to ensure that policies, other than SGLI, do not contain a war clause. This ensures that beneficiaries for all policies are correct and that premiums are covered during the sponsor's absence.

BUDGET/FINANCIAL COUNSELING: Contact Army Community Service (ACS) in your community for assistance in working out a budget. Remember that some allowances may start or stop due to deployment and mobilization, causing a change in your total take-home pay. Phone 791-3579

HOME SECURITY/CRIME PREVENTION

Crime and fear of crime are big problems that influence how you live. The most important resources we have in reducing these problems are neighbors working together to prevent crime. This makes it harder for crime to happen and reduces the chance for criminals to victimize you and your family members.

Crime is a local problem and can best be deterred through locally organized groups of neighbors and residents within housing areas. Many communities have active "Neighborhood Watch" type mutual protection programs, where neighbors look out for each other's property and safety. Check with your military police to see if your community has such a program. If so, join up.

If not, start one. Get together with neighbors on your block, in surrounding streets, or in your building (if in quarters, check with your building coordinator or village mayor). Start by sharing crime prevention information. Exchange work and home telephone numbers with your closest neighbors. Keep them posted on your daily and vacation schedule. Let them know about scheduled repairs or deliveries. If they spot suspicious people or vehicles around your home while you are gone, they will know something is wrong and call the military police or the local police.

CRIME PREVENTION TIPS...

If your spouse is deployed, don't advertise it. This alerts everyone that your spouse will be away for an extended period of time.

ALWAYS lock your doors, even if you are only going out for just a few minutes. In addition to the front and rear doors, keep your garage, cellar, patio, storage areas, and maid rooms locked. Periodically check them.

If you live in government housing, are the doors to your stairwell secured? If so, are they consistently kept locked? If not, contact your building coordinator.

Ask a neighbor to collect any mail, flyers, and newspapers, so they won't pile up outside your box or in your mailbox. Stop deliveries until you return.

Be cautious of door-to-door sales people and other solicitors. If possible, conduct the conversation at the door. Be cautious whom you invite into your house. If you invite a solicitor in, DO NOT leave him/her alone in a room.

Keep telephone numbers of the military police, city police, and ambulance next to your phone.

Familiarize yourself with unit, community, and local emergency reporting procedures, such as: calling for police assistance, obtaining emergency medical help (especially the times to call the proper medical help), 911, etc.

Report suspicious persons or activities immediately to military police or local police authorities. Be especially cautious during special activities in your neighborhood.

Tell your children to never admit being home alone on the telephone or to someone at the door. Teach them to say: "Mom or Dad can't come to the phone and will call back."

Teach children how to contact the police or a neighbor; make sure they know their home address and telephone number.

Screen repairpersons and a solicitor to ensure their visit is legitimate. If possible, install a peephole in your door; if not, use a window.

Remember, disguises and uniforms are easily obtained. Before you let workers into your home, make sure there is a legitimate need and check their credentials. Call the firm/organization they claim to represent to verify their identities.

If you suspect/detect someone observing your home/activities or that of your neighbors, report it immediately to the police.

OVERSEAS TRAVEL

Passports are required for overseas travel. A regular passport is issued for unofficial travel. You must provide all required fees, including cost of photographs, at your own expense. You can obtain

information about applications for new or renewal of expiring passports by calling 791-7681. You must be a United States citizen to apply. You will need the following items:

- Application fee (\$65.00 cashier check/money order)
- Certified copy of your birth certificate (for new passports)
- Identification (Military ID card, driver's license, or expired passport)
- Two passport pictures.
- Current immunization record.

A **VISA** is permission granted by the government of a country for an alien to enter that country and remain for a specified period of time. A visa is usually an imprinted stamp affixed to one of the pages in your passport. Each country you plan to visit may require visas. Apply for visas through your travel agent or at the various consulates well in advance of your departure date.

Miscellaneous: Be sure to purchase traveler's checks and exchange small amounts of currency into foreign currency before you leave. It may be possible to get reduced fares on airline tickets for traveling to CONUS.

Dependent Passport telephone: 791-7681 (Darling Hall)

It is important that you notify your chain of concern POC or FSG representative of your travel plans prior to departure. Also, notify the Rear Detachment Commander of your travel plans in case there is an emergency. Please use the form found in Appendix "T".

Worksheets, Forms, and Checklists

Please complete the following pages as appropriate. Make sure that the awaiting spouse has access to the information and knows what to do with it.

FAMILY SUPPORT INFORMATION FORM

Soldier's Name and Rank: _____

Section or Platoon: _____

Single: _____ Married: _____ Spouse's Name: _____

Mailing Address: _____

Live in Barracks: _____ or Residential Address: _____

Home Phone: _____ Spouse's Work Phone: _____

Name of Local Friend or Neighbor: _____ Phone: _____

Other than Wife/Husband, who would you notify in case of emergency?

Name: _____

Address: Street & PO Box: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Relationship to you: _____

SPECIAL FAMILY SITUATIONS: Mark (X) in appropriate spaces

_____ Wife has no driver's license. _____ Medical Problems

_____ No car _____ Exceptional Family Member

_____ Wife doesn't speak English. Speaks: _____

_____ Wife is pregnant. Due Date: _____

_____ Other, please explain: _____

CHILDREN:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

PRIVACY ACT STATEMENT: Authority U.S.C. 522a. and para 3-5, AR 340-2 1; para 2-8a. AR 210-7. Principal purpose is to gather data on family members of assigned soldier. Primary use of this information is to facilitate volunteers in providing command information to family members concerning unit events and in emergencies. I understand that my phone number will be published on the company spouses' roster that is available to company wives and the battalion chain of concern.

FAMILY SUPPORT GROUP TELEPHONE TREE

GROUP LEADER'S NAME: _____

TELEPHONE NUMBER: _____

MY TELEPHONE NOTIFICATION GROUP:
NAME

TELEPHONE NUMBER

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

NOTES:

FAMILY DEPLOYMENT CHECKLIST

Although extended deployments are never easy on the family, the hardships need not be increased by failure to plan ahead. A carefully prepared and executed pre-deployment checklist can save you and your family from giant headaches in the future.

It is very important for you, as a military family, to have certain documents in your possession. Military spouses are often required to take over the family during the sponsor's absence; therefore, it is important that both of you sit down together to gather information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a special container (safety deposit box) in a location you can find immediately and is known to both you and the sponsor. Both of you must have access to this location.

- _____ Marriage Certificate.
- _____ Birth Certificates of all family members:
 - _____ Wife
 - _____ Husband
 - _____ Children _____
- _____ Divorce Papers
- _____ Death Certificates
- _____ Shot records of all family members (including pets)
- _____ Citizenship/Naturalization papers
- _____ Adoption Papers
- _____ Passports, Visas (remove only when needed for international travel)
- _____ Insurance policies (Note: Company, Policy # and Amount of Payment)
- _____ Real Estate Documents (leases, mortgages, deeds, or promissory notes)
- _____ Copies of installment contracts and loan papers
- _____ Current list of immediate next of kin, personal lawyer, trusted friends
(Include phone # and address)
- _____ Car title (registration should be in car)
- _____ Last LES (Leave Earning Statement)
- _____ Discharge papers (DD Form 214)
- _____ Allotments (Updated with correct amount, name, address, account number)
- _____ Social Security Number of each family member
- _____ Current address and telephone numbers of immediate family members of both spouses.

The Following Should Be Completed Prior to Deployment

- _____ Next of kin informed of rights, benefits, assistance available
- _____ Family budget and business arranged (See Financial Section for Budget Worksheet)
- _____ Emergency Data Card updated in Military Personnel Record
- _____ Joint checking/savings account arranged (List-all account numbers)
- _____ Parents informed of how to make contact in case of emergency (See Appendixes D, E)
- _____ Armed Forces ID Cards (Renew if ID Card expires within next 3 months.
Rear Detachment Commander can sign for ID Replacement after soldier deploys)

_____ Emergency services explained and located:

_____ Red Cross

_____ Army Emergency Relief (AER)

_____ Medical facilities/CHAMPUS

_____ Army Community Service (ACS)

_____ Legal Assistance Office

_____ Security check on house

_____ Problems with cars, household, and appliances identified and resolved

_____ Powers of attorney

GENERAL: Allows holder to act in all matters on sponsor's behalf

SPECIAL: Allows holder to act on sponsor's behalf in special transactions.

MEDICAL: Authorizes holder to obtain medical care for family members under 18 years of age.

_____ Wills for both spouses

_____ Orders

_____ Copy of Emergency Data Card

_____ List of all credit cards and account numbers

_____ AAFES Deferred Payment Plan (DPP), (to use, spouse must be listed as an authorized user or hold sponsor's General Power of Attorney).

_____ Federal and State Income Tax Returns (last 5 years)

HOME SAFETY CHECKLIST

Take a 10-minute walk through your house. Carry this checklist to help you truly see your home. The idea behind this walk is to look for fire hazards. You don't have any? Are you sure? Perhaps this list will change your mind.

KITCHEN:

YES/NO

- Are curtains, dish towels, or paper items kept away from stove? _____
- Is stove's exhaust hood and ductwork clean of grease? _____
- Do you have a working fire extinguisher close at hand? _____

LIVING ROOM/DINING ROOM/BEDROOMS:

- Is fireplace spark screen always closed? _____
- Are electrical wiring/circuits/outlets adequate to handle load? _____
- Is there sufficient space for air circulation around TV/stereo? _____
- Are ashtrays available in home occupied by smokers? _____
- Are matches and lighters out of reach of children? _____

ATTIC, CLOSETS, STORAGE ROOM:

- Do you keep oily cleaning rags in tight metal containers? _____
- Are you using only nonflammable cleaning fluids? _____
- Do you avoid accumulations of paper and combustible materials? _____

WORKSHOP/LAUNDRY ROOM:

- Are combustible materials kept away from heat sources? _____
- Are paint thinners, paints, and solvents kept in their original containers for identification purposes? _____
- Are the furnace, heaters, vents and chimneys inspected and serviced regularly? _____
- Are fuses of the proper size for the circuits they protect? _____
- Are the dryer lint trap and vent kept clean? _____

GARAGE/GROUNDS:

- Is gasoline for the mower stored in a safety can? _____
- Have you removed accumulations of trash and paper? _____
- Are oil-soaked rags in tight metal containers to prevent combustion? _____

THROUGHOUT THE HOUSE:

- Inspect electrical cords _____
- NO SMOKING IN BED!!!!!! _____
- Does everyone know how to call the fire department? _____
- Prepare and practice a fire escape plan _____

SMOKE DETECTORS

Buy a battery-operated smoke detector. It is one of the best and most inexpensive forms of fire insurance. It will not prevent a fire from starting, but it may save your life! Be sure to check the smoke detector on a regular basis. Replace batteries twice a year. You should have at least one detector, but two will give some insurance in case one fails. Also, bedrooms should have their own detector if the door is closed while sleeping.

HOME TOOL KIT

- _____ Flashlight and extra batteries
- _____ Assorted Nails, screws and tacks
- _____ Masking Tape
- _____ Pliers
- _____ Furnace Filters

- _____ Hammer
- _____ Screwdrivers
- _____ Scissors and/or knife
- _____ Wrench
- _____ Extra light bulbs

EMERGENCY INFORMATION FORM

Soldier's Name: _____

Soldier's Social Security Number: _____

STATESIDE INFORMATION

Unit: _____ Company : _____

Company Commander: _____ Phone number: _____

Platoon Leader: _____ Phone number: _____

1st Sgt.: _____ Phone number: _____

Platoon Sgt.: _____ Phone number: _____

Family Support Group Contact Person: _____ Phone Number: _____

Chaplain: _____ Phone Number: _____

DEPLOYMENT INFORMATION

Location: _____ Unit: _____

E-mail Address: _____ Phone #: _____

Mailing Address: _____

Company Commander: _____ 1st Sgt.: _____

Officer in Charge: _____ NCO in Charge: _____

Team Leader: _____ Chaplain: _____

EMERGENCY NOTIFICATION INFORMATION

Soldier's Correct Full Name: _____

Soldier's Rank and Pay Grade: _____

Soldier's Social Security Number: _____

Soldier's Unit: _____

Soldier's Unit Address: _____

Name of Exercise Soldier is on: _____

Full Name of Ill, Injured, or Deceased Person: _____

What Hospital or Funeral Home is Person in: _____

Who is the Doctor Treating the Person: _____

Family Member who can Provide Additional Information: _____

Telephone Number: _____

Family/Doctor Wants Soldier to: Be Notified Only: _____ Come Home: _____

Leave Address Soldier Should Go To Is:

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

The Soldier will need about _____ Days to resolve the problem _____

**THE ABOVE INFORMATION MAY HELP SPEED THE SERVICE MEMBER'S
RETURN AS YOU CONTACT THE RED CROSS OFFICE. BE SPECIFIC!**

RED CROSS NOTIFICATION

(To be filled out by service member and sent home)

In the event you need to contact me quickly or need my presence at home, you must contact the American Red Cross (ARC) before I can receive permission to come home. A message from the American Red Cross is required before I can get the documents for transportation on military aircraft and/or commercial aircraft, and for leave authorization.

The following is the information that you should provide the local American Red Cross to contact me:

- My Social Security Number: _____
- _____
- My full name: _____
- _____
- My rank is: _____
- _____
- My mailing address is: _____
- _____
- My duty station is: _____
- _____
- My duty telephone is: _____
- _____
- My residence address is: _____
- _____
- My home telephone number is: _____

In addition, they will request some detailed information as to the nature of the emergency. As a minimum, you will need to know the name and address of the doctor, hospital, plus a statement as to why I am needed. I realize in case of death or critical illness in the family that you would want to call me directly, but you must also contact the Red Cross to authorize and expedite travel arrangements. You can contact the Red Cross 24 hours a day and there is no charge for this service. The toll -free number is 1-877-272-7337.

Please place this document in the telephone book so that you can easily find it in case you need to contact me. This procedure applies regardless if I am deployed or at my home station. You might want to take some time to write down the local American Red Cross chapter in your community so that in an emergency you will not have to look it up.

Local American Red Cross Address: _____

Local American Red Cross Telephone Number: _____

Signed: _____

CAR MAINTENANCE

The family car is an important part of family life. The sudden and unexpected loss of the use of your car can be a real burden. During deployment, not knowing how to cope with car problems is just more aggravation your spouse must endure.

Please take time to fill in and go over the following information checklist. Discuss what problems may happen to the car and become familiar with the periodic checks that are a part of routine operation.

FAMILY DRIVERS LICENSE INFORMATION:

NAME	LICENSE NUMBER	EXPIRATION DATE
------	----------------	-----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

AUTO DATA AND SERVICE INFORMATION:

Make: _____ Model: _____ Year: _____ Vehicle ID # _____

Warranty: YES NO Location: _____ Car Title: YES NO Location: _____

Car Registration: YES NO Expiration Date: _____

License Plate #: _____ Expiration Date: _____

Inspection Sticker Expiration Date: _____

Auto Insurance: YES NO Policy Number: _____

Auto Insurance Company: _____

Spare Keys: YES NO Location: _____

Battery Type: _____ Make/Brand _____ Warranty: YES NO

Tires: Make/Brand _____ Size: _____ Pressure: _____ Warranty: YES NO

Oil Brand _____ Weight _____

MAINTENANCE SCHEDULE:

Servicing done at:

Name/Address _____

Phone _____ Appt. Required: YES NO

Oil, Filter Change, Lubrication: Next Schedule Date: _____

Tune Up: Next Scheduled Date: _____ Approx. Mileage: _____

Special Instructions: _____

Tire Balance/Rotation/Front End Alignment: Next Scheduled Date: _____

Approximated Mileage: _____

SPECIAL INSTRUCTIONS:

RECORD OF PERSONAL AFFAIRS

If you take the time to fill out this section you will have at your fingertips most of the personal information and data that would be helpful not only in routine situations but in emergency situations which might arise during your spouse's absence. The ready availability of this information in various situations could mean the difference between the timely provision of assistance or delayed problem resolution.

_____	_____	_____
(Last Name, First Name, MI)	(Social Security No.)	(Rank/Grade)
COMPLETE UNIT/LOCAL ADDRESS	COMPLETE PERMANENT ADDRESS	
_____	_____	
_____	_____	
_____	_____	

1. PERSONAL DATA:

1. Birth Date/ Location: _____
2. Naturalization (If applicable) on _____ By: _____
3. Parents: (Father, Name/Address) _____
(Mother, Name/Address) _____
4. Marriage: Spouse: (incl. Maiden Name) _____
Date/Location: _____

5. Children: (Full Names, Birth Date/Location)

- | | |
|-----------------|------------------|
| Full Name _____ | Birth date _____ |
| Full Name _____ | Birth date _____ |
| Full Name _____ | Birth date _____ |
| Full Name _____ | Birth date _____ |
| Full Name _____ | Birth date _____ |

6. Personal lawyer or trusted friend who may be consulted regarding my personal and/or business affairs: _____

7. Dependents other than immediate family:

II. LOCATION OF FAMILY RECORDS:

1. Birth Certificates: Wife: _____

Husband: _____

Child: _____

Child: _____

Child: _____

2. Naturalization Papers: Spouse: _____

Child: _____

Child: _____

3. Marriage Certificates: _____

Divorce Papers: _____

Death Certificates: _____

III. MILITARY SERVICE PAPERS:

Location: _____

IV. OTHER IMPORTANT PAPERS:

1. Wife's Will _____ Resident of _____

Executor's Name: _____ City/State: _____

2. Husband's Will: _____ Resident of _____

Executor's Name: _____ City/State: _____

3. Power of Attorney: _____

Agent: _____

4. Income Tax: Federal: _____

State: _____

City: _____

V. INSURANCE:

1. Life: _____
(Company) (Policy #) (Payment)

(Company) (Policy #) (Payment)

2. Property: _____

3. Medical: _____

4. Other: _____

VI. SOCIAL SECURITY:

Wife: _____ Husband: _____

Child: _____ Child: _____

Child: _____ Child: _____

VII. PASSPORTS\VISAS:

Wife: _____ Husband: _____

Child: _____ Child: _____

Child: _____ Child: _____

VIII. PROPERTY:

1. Real Estate consisting of: _____

Located: _____

Encumbered by: _____

Held by: _____

2. Automobile: _____
(Make, Model, Year, State Registration)

Location: _____

Insured with: _____

Automobile papers located at: _____

3. Other Personal Property: _____

IX. BANK ACCOUNTS: (Number, Bank, and Location)

Checking: _____

Savings: _____

Other (Specify): _____

X. SAFE DEPOSIT BOX at (Institution and Location with full address and telephone #)

XI. STOCK, BONDS, SECURITIES, INVESTMENTS:

1. Located at: _____

2. Beneficiary: _____

3. Document Serial Numbers: _____

XII. DESIGNATED BENEFICIARY: Names and addresses of persons designated on serviceman's official record of emergency data form to receive settlement of unpaid pay and allowances in the event of death:

XIII. DEBTS AND PAYMENTS:

(Agency, Company, Address, Amount Due, Date Payment Due)

XIV. FIRMS OR PERSONS INDEBTED TO YOU: (Name, Address, and Amount)

NOTIFICATION OF DEPARTURE FROM THE AREA

If you leave the Fort Gordon/Augusta area for any reason, it is important that the Rear Detachment Commander knows where you are. If there is an emergency, either on the field or during deployment, the unit needs to contact you. This is true whether you leave the area permanently, leave for a short visit, or go to visit friends.

If you cannot contact the unit to provide your location, please fill out the form below and mail it to the unit or leave it with a neighbor to deliver to the unit.

This is to inform you that I have left the community. I can be reached at the following location:

Name: _____

C/O: _____

Address: _____

Telephone: _____

I expect to return on or about: _____

Sponsor's Name: _____

PRE-DEPLOYMENT CHECKLIST

Prepare prior to deployment

DOES YOUR SPOUSE HAVE THE FOLLOWING ?

- _____ A current ID card?
- _____ A current passport?
- _____ Access to a checking account?
- _____ Enough money to manage household while you are gone?
- _____ A current Power of Attorney?
- _____ Current ID cards for children (In good condition)?
- _____ A driver's license?
- _____ Up-to-date car registration?
- _____ Up-to-date shot record for pets?
- _____ Current chain of concern phone roster?
- _____ Phone numbers of battalion rear detachment commander?
- _____ Phone number of chaplain?
- _____ Phone number of Army Community Service?